

Subject: Enhancements to BW Report RH039F Employee Demographics & Position Information Now Available

Audience: HR Directors, HR BW Users

The SCEIS Business Warehouse (BW) Team is pleased to announce improvements to the RH039F_Employee Demographics and Position Information report. In the past, end-dated organizational units did not display on the report when:

1. The agency had applied an end date on the organizational unit and
2. The report is generated for a time period that occurs before the organizational unit's end date

The SCEIS BW Team has solved this scenario through the use of what is known as a "key date." This report now uses a key date, which is transparent to the end user, to display the organizational units that were active during the Calendar Month/Year selected by the user.

Here is how the key date works with report RH039F:

- The key date will use the Calendar Month/Year entered by the end-user to determine the last calendar day of the month. For example, if the user specifies "07/2011," the key date will determine the last calendar day as "07/31/2011."
- If an organizational unit is delimited during the month, it will no longer display on the report for that month. To view information for positions within this organizational unit you will need to run the report using the prior month.

Read more about the RH039F report in the Listing of All HR/Payroll Reports Available in ECC and BW [document](#), available on the SCEIS Website's HR & Payroll > Publications & Tools [page](#).

If you have any questions about this message, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link: <http://www.sceis.sc.gov/requests/>.